

## Candidate Pack

Thank you for your interest in the position of **30 Hour Youth Community Engagement Officer** at Just Drop-In.

We are looking for someone who shares our ethos and passion to support and empower children and young people who are finding life hard. This is a dynamic, exciting role, building on much of the work currently shared by the whole team. The role has a dual focus, including delivery with children and young people, and engagement with the wider community and stakeholders.

We are seeking an excellent communicator and relationship builder. Someone who is also a great organiser who can manage their own time and work flexibly.

### A typical week in the life of the Community Engagement Officer:

A typical week could include running a group with children in a primary school, working with young people who are out of work, and helping out at a fundraising event.

### Key Employment Terms:

- Salary band E £26,436 - £30,416 (pro-rata).
- Initial 12 months from start date
- Company sick pay
- Responsible to The Wellbeing Services Manager

This is a part time role 30 hours a week working flexibly across the week/month. The post-holder will be required to work one evening a week and regularly at weekends. The post will be based in our Macclesfield office, but home-working for most of the week would be permitted.

If you'd like an informal chat, please call Tim Marsh, Wellbeing Services Manager, who is leading on recruitment for this post on 01625 665079 or [tim.marsh@jusdropin.co.uk](mailto:tim.marsh@jusdropin.co.uk)



Please read through this pack and we look forward to hearing from you.

# About Us

## Our Purpose:

“Operating for almost 20 years, we are here to help and support children & young people who are finding life hard. We have a heartfelt commitment to improve their mental health and wellbeing, helping them to find their feet.

For all who drop-in, we seek to: create a safe space; instil a sense of self-worth and hope; relieve their struggles; embrace and develop their strengths; and build their resilience to face the world with renewed self-confidence.

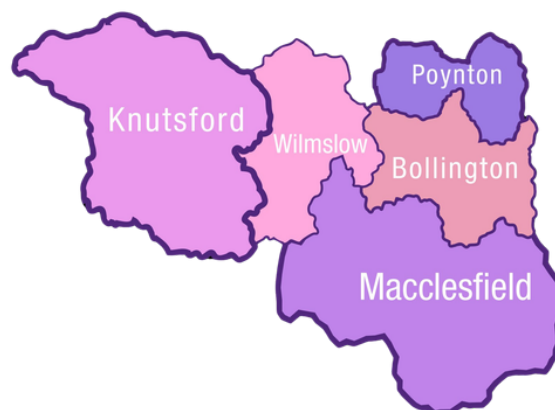
Our aim is that they grow to their full potential as individuals and live fulfilled lives as members of their communities.”



## What We Do:

We welcome all children and young people aged 8 to 24 inclusively.

Our geographic “footprint” covers the northern area of Cheshire East – Macclesfield, Bollington, Poynton, Wilmslow, Knutsford, and surrounding areas.



- We commit to reach those in the under-served groups and communities within our footprint.
- We help and support children and young people by providing a range of mental health and wellbeing services, including: counselling, wellbeing activities, group activities, life skills and mentoring.
- We offer early help interventions and act as a safety net to those who would otherwise find themselves “lost in the gap.”
- We ensure that everyone who calls on us matters and is treated like a valued person; we aim to build relationships founded on trust.
- We create a safe environment, where those we help are listened to and feel respected.
- We assure the safeguarding of children and young people, providing information or referral to other specialist services when needed.
- We support parents and carers, providing groups and courses that boost skills and confidence for families to make and sustain changes.


# Working at Just Drop-In


Just Drop-In has 15 employees, approximately 10 contractors and over 50 volunteers. Just Drop-In seeks to demonstrate our commitment to promoting a diverse and inclusive community and creating a place where everyone can be themselves and experience success.

There are lots of...


## REASONS TO WORK AT




 Employees rate JDI as 9.7 out of 10 for feeling valued

A place where we can all be ourselves and experience success 


Small work from home allowance if home-based. 

Competitive salaries which are renewed annually 


 Regular, consistent quality supervision and appraisals


We are value-led and hold annual Safeguarding, Diversity, and Have Your Say Days 


 Commitment to staff wellbeing with regular team wellbeing days


Employees have a voice in the direction of the organisation 

 Friendly and supportive team

Commitment to staff development, with individual and team training budgets 

 Employees rate their terms and conditions as 9.4 out of 10

Good balance between task, teams and individual needs 

We make a difference in young lives. 98% of young people would recommend us to a friend 



# Job Description and Person Specification

## Job Description:

### Service Delivery:

- Support the marketing, PR and communications work of the charity by working closely with staff leading on marketing to promote events, initiatives and unrestricted fundraising opportunities.
- Work to develop business and corporate contacts by attending local business network meetings as agreed with the Chief Officer, seeking opportunities to create collaborative advantage.
- Work to develop community networks by attending local events and initiatives, pitching and promoting services and developing networks.
- Contribute to the organisation of key events and fundraising activities throughout the year. Promote and support volunteering opportunities within this strand.
- Work within the Data Protection Act and confidentiality policy of the charity.
- Work within the policies and procedures of the organisation, Charity Commission and Fundraising regulation.
- Deliver 1-1 and group work interventions designed to support the well-being of our beneficiaries aged 8-25.
- Be an advocate for co-production and participation within the service and ensure the voice of children and young people is valued across the service.
- There will be a specific focus within the role in developing our approach to positive masculinity and the delivery of a range of interventions specifically for young men including psychosocial groups and physical health activities.
- Work flexibly, including evenings and regular weekends to ensure the smooth running and safe operation of services and activities.

### Human Resources:

- Work within the culture and values of the organisation, embracing co-production, team work, responsibility, positivity and a person centred approach within your work.
- Contribute to the safe management of events and activities working within Health and Safety legislation.
- Support volunteers in contributing to fundraising activities and delivery with young people.

### Performance Management:

- Work with the Chief Officer to achieve unrestricted fundraising targets and KPI's
- Ensure all income is accurately recorded and coded to enable accurate metrics relating to the sources of funding.
- Take advantage of supervision and specific development opportunities working to continually improve, including coaching opportunities.
- Work to ensure and excellent experience for all beneficiaries having a clear focus on improved outcomes.
- Be aware of the performance targets set by funders and work to achieve these.
- Use Charity Log to a high standard to manage your performance.

### Service Development:

- Attend and contribute to relevant meetings and development sessions as required by the Service.
- Work with colleagues to ensure the successful operationalization of the Strategic Plan and Fundraising Strategy.
- Contribute positively to the wider ethos and life of our charity, including key events and fundraisers.

### Financial Management:

- Work within the financial procedures of the organisation, handle monies, and process banking and make authorised purchases. Ensure all income and sources is clearly and accurately recorded within the organisation.
- Be aware of Charity Commission and Fundraising legislations and code of practices and work within these.

### Safeguarding:

- Ensure the safeguarding of children, young people and adults is a priority within any aspects of this role.
- Liaise with external agencies as appropriate to meet the needs of children, young people and parents.

# Person Specification

Qualifications	
Relevant qualifications or training in a children and young people’s discipline	Desirable
Safeguarding Training	Desirable
Experience	
Minimum 12 months’ experience working or volunteering with children and young people	Essential
Experience of working with children and young people in group settings	Desirable
Experience of understanding clients’ needs, including risk	Essential
Experience of monitoring data, impact and outcomes	Desirable
Working and contributing to staff meetings, training and your own supervision	Desirable
Experience of working within or in partnership with other stakeholders	Desirable
Experience of events and fundraising activities	Desirable
Knowledge, Skills and Abilities	
Excellent understanding of safeguarding, and ability to manage complex issues to a high standard	Essential
An understanding of the particular factors and issues faced by young people in relation of the maintenance of good mental health and emotional wellbeing	Essential
An ability to work within ethical, procedural and good practice frameworks	Essential
Competent working within a person-centred model	Essential
Ability to engage with children and young people to build therapeutic rapport	Essential
Ability to work flexibly and outside of normal office hours	Essential
Ability to organise, plan and undertake own casework, including appropriate record keeping	Essential
Ability to communicate across professions to promote understanding of our work	Essential
Ability to adapt practice to meet the individual needs of young people	Essential
IT competent	Essential
Strong interpersonal skills and an ability to communicate with a range of stakeholders	Essential

### How to Apply

The closing date for applications is 10am on Tuesday 5<sup>th</sup> May.  
 These should be submitted by email to [ann.wright@justdropin.co.uk](mailto:ann.wright@justdropin.co.uk)  
 or by completing the online form: <https://forms.gle/kaPoS3Hd8kQhRgxj6>  
 Shortlisted candidates will be interviewed on the evening of Wednesday 20<sup>th</sup> May.

Good luck with  
your application.



## Key Policies at Just Drop-In

### Equality and Diversity at Just Drop-In

Just Drop-In seeks to demonstrate our commitment to promoting a diverse and inclusive community and creating a place where everyone can be themselves and experience success.

We aim to reflect this commitment in our recruitment practices and would encourage all candidates to notify the recruiting manager if they believe they need a 'reasonable adjustment', in order to have a positive recruitment experience.

Due to our commitment we strive to hold all interviews on the same date and time, and will only offer an alternative date in exceptional circumstances. Please notify the recruiting manager to any barriers to accessing the advertised interview date.

Our interview procedure is value led with ethics and standards relating to Equality and Diversity featuring within our recruitment process.

Just Drop-In wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will only be used for monitoring purposes, it will not be shared with the recruitment panel.

### General Data Protection Regulations at Just Drop-In

Just Drop-In is committed to ensuring any personal data will be dealt with in a way that respects people's privacy and complies with legal obligations including the Data Protection Act and the General Data Protection Regulation Policy.

Just Drop-In will manage all data relating recruitment within this framework.

Candidates might find it helpful to know our policy on data retention and the recruitment process:

1. We will only retain applications for candidate not invited to interview for one month after the advertised closing date.
2. We will retain application forms, and decision making tools for all candidates invited to interview for 90 days from the interview date.

We will not contact any third parties for verification or reference purposes prior to interview. Checks will only be carried out as part of pre-employment checks, and candidates will be notified in advance. References may be sought in writing and verbally.

If candidates require any more detailed information with regards to their personal data, they should ask to speak to the recruiting manager.

### Safeguarding at Just Drop-In

Safeguarding is given the highest priority at Just Drop-In and this priority is evidenced through both our words and deeds.

We aim to reflect this commitment in our recruitment practices and would encourage all candidates to notify the recruiting manager if they believe any issues relating to safeguarding may emerge as part of our rigorous recruitment process.

Due to our commitment we have adopted a safer recruitment model which includes the following measures:

- Careful scrutiny of applications, identifying any gaps or areas for concern
- Value led interviewing with ethics and standards relating to Safeguarding featuring within our selection process
- Offering posts conditionally, subject to satisfactory references and Disclosure and Barring Checks
- Risk assessment approach to any self-disclosures, or disclosures which may arise as a result of our pre-employment checks
- References from relevant sources.